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CIA LANGUAGE INCENTIVE PROGRAM

a. GENERAL. The CIA Language Incentive Program is designed to encourage achievement of language skills in languages of priority interest to the Agency.

b. POLICY. To help upgrade the foreign language capabilities of Agency employees and to assist Deputy Directors in satisfying the foreign language requirements of their Directorates, Language Proficiency Step Increases (LPSI's) will be granted for achievement of proficiency in designated foreign languages. The LPSI will be equal to the Periodic Step Increase (PSI) and will not affect the eligibility date of a PSI.

c. DEFINITIONS. The words slight, elementary and intermediate, as used in this regulation, mean specific and measurable levels of language proficiency. They may refer to proficiency in either speaking or reading. The Office of Training will determine what constitutes each level of proficiency in any language.

d. ELIGIBILITY. Staff employees, staff agents, career agents and other contract personnel, with grades through GS-14 or equivalent, who are selected for training in designated priority languages, will be eligible for awards as follows:

(1) An individual is eligible for an LPSI when he achieves a slight proficiency and again when he achieves an elementary proficiency in a designated priority language. To qualify,

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Excluded from automatic downgrading and declassification

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the individual must have completed officially approved training of a specified duration and his achievement must have been tested and certified as satisfactory by the Office of Training. If an individual goes from no proficiency to elementary proficiency without receiving an LPSI upon reaching the slight level, he is eligible for a two step increase.

(2) An individual is eligible for an LPSI when he achieves an intermediate level of proficiency in a designated priority language, either by completing approved training or by other means, subject to satisfactory completion of an Agency proficiency test.

(3) An individual may be eligible for two LPSI awards if he achieves proficiency in both reading and speaking in a designated language. Two LPSIs will be considered only when the sponsoring Directorate has approved the requirement for both language skills. The individual's dual achievement must have been tested and certified as satisfactory by the Office of Training.

(4) Individuals whose tested proficiency is on record in the Office of Training and who, as the result of an Agency assignment overseas, advance to another level in a designated priority language may be eligible for an LPSI. Award will depend on appropriate testing at Headquarters

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and on approval by the Deputy Director involved.

4. RESPONSIBILITIES.

a. Deputy Directors

(1) Designate, in consultation with the Director of Training, priority foreign languages, skills (speaking or reading), and proficiency levels of the languages required;

(2) Select employees for study of priority languages, basing selection on acceptable Agency-tested aptitude for foreign language study;

(3) Approve participation in the Program of employees overseas;

(4) Approve the grant of LPSI's to employees whose eligibility has been certified by the Office of Training, and notify the Director of Personnel of each approval.

b. The Director of Training

(1) Establishes standards for LPSI's and assists Deputy Directors in identifying and designating priority languages;

(2) Tests the language proficiency of Agency employees;

(3) Certifies eligibility for LPSI's based on results of Agency proficiency tests.

c. The Director of Personnel approves actions authorizing LPSI's and notifies Heads of Career Services of authorizations.

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